

Course Specifications

CRYSTAL REPORTS XI DESIGNER 2 WORKSHOP

Course number:

Course length: 2 days

Registration:

Micro Market Business Centre
700 Progress Avenue
Kingston, Ontario, K7M 4W9

Toll Free: 1-877-996-6622
Local: (613) 634-8125 ext. 4
Fax: (613) 634-8130
Email: training@micromarket.on.ca

Register online:
www.micromarket.on.ca



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CRYSTAL REPORTS XI DESIGNER 2 WORKSHOP

Course Description: This two day interactive workshop was designed for new users of Crystal Reports XI. Some of the topics covered include a review of the software features, report design and the creation of presentation quality reports. The course incorporates a number of hands on exercises to reinforce the learning process.

Audience: Administrators, developers and end-users who need to create dynamic reports from varying data sources.

Prerequisites: Working knowledge of Windows 2000 or XP environment is required. Familiarity with relational database concepts (tables, fields, and records) is strongly recommended.

Course Contents

Power Formatting and Formulas

- Review of Planning a Report
- Creating the Report
- Placing Fields on the Report
- Creating the Formulas
- Advanced Grouping
- Selecting Certain Records
- Helpful Hints for Formatting the Report
- Adding and Working with Text Objects
- Hiding and Suppressing Sections
- Guidelines

Power Formatting with Multiple Sections

- Using Multiple Sections in Reports
- Using the Section Expert to Work with Sections
- Conditionally Formatting Multiple Sections

Using the Running Totals Feature

- Understanding Running Totals
- Creating Running Totals for a List of Numbers
- Conditional Running Totals

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Prompting with Parameters

- Parameter Fields Overview
- Parameter Field Considerations
- Creating a Parameter Field
- Using a Parameter to Select Records
- Using a Parameter Field
- Creating a Dynamic Value List for Parameter Values
- Importing a Pick List
- Adding Parameter Values to Text Objects
- Allowing Multiple Values in Parameters
- Using Multiple Parameter Fields in Reports
- Specifying and Limiting a Range for a Parameter
- Using Parameters in Conditional Formatting
- Using an Edit Mask to Limit String Parameters
- Sorting with a Parameter
- Group Sorting with a Parameter
- Using a Parameter to set N in a Top N or Bottom N report
- Displaying Parameter Fields
- Cascading Parameter Fields

Using Advanced Formula Features

- Understanding How Crystal Reports Processes the Data
- What Is a Pass
- Pre-Pass#1
- Pass #1
- Pre-Pass #2
- Pass #2
- Pass #3
- Using Evaluation Time Functions
- Working with Variables
- Declaring a Variable
- Assigning a Value to a Variable
- Using a Variable in a Formula
- Variable Scope
- Separating Statements in Complex Formulas
- Working with Arrays
- Understanding the Formula Evaluation Time Debugger

Using Subreporting as a Workaround Solution

- Understanding Subreports
- Unlinked versus Linked Subreports
- Creating an Unlinked Subreport
- Linking a Subreport
- Database Links versus Subreports in One-to-Many Situations
- Formatting the Subreport

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- Passing Data from the Main Report into a Subreport
- Creating On-Demand Subreports
- Creating Hyperlinks
- Using Subreports to Link "Unlinkable" Data

Creating Powerful Groups

- Customizing the Group Name Field
- Using a Field Name to Customize the Group Name
- Using a Formula to Customize the Group Name Field
- Creating Custom Groups
- Customizing Group Sort Order
- Grouping on a Formula Field
- Using Group Selection to Filter the Records in the Report
- Grouping Hierarchically

Working with Cross-Tab Reports

- Understanding How Cross-Tabs Affect Your Data
- Creating a Cross-Tab Report
- Creating a Cross-Tab with Multiple Rows or Columns
- Applying a Formatting Style to the Cross-Tab
- Customizing the Cross-Tab Format
- Changing Background Colors
- Formatting Individual Cells
- Changing the Summary Operation
- Suppressing Rows, Columns or Totals
- Repeating Row Heading for Multi-Page Cross-Tabs
- Using Alias Names for Column and Row Headings
- Charting Cross-Tabs
- Customizing Cross-Tab Group Names
- CurrentFieldValue

Report Alerts

- What are Report Alerts
- Creating Report Alerts
- Basing Report Formulas or Conditional Formatting on Report Alerts
- Creative Usage for Report Alerts

Report Templates

- What is a Report Template
- Standard Report Creation Wizard and Templates
- The Template Expert
- Applying a Template and the consequences
- Template Considerations
- Creating Your Own Templates
- Inserting Template Fields
- Formatting Template Fields

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- Giving Template Fields a Value

Appendix A: The Xtreme Sample Database 11

Appendix B: Installation and System Requirements

- Installing the Application
- Minimum Installation Requirements

Appendix C: Function and Operator Locations

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